



**HARBOR COMMUNITY
BENEFIT FOUNDATION**

HCBF BOARD OF DIRECTORS MEETING

Friday, January 25th, 2019, 10:00 A.M.

Wilmington Municipal Building

544 N. Avalon Blvd.

Wilmington, CA 90744

BOARD MEMBERS:

Gisele Fong, Chair; Ed Avol, Vice Chair; Jayme Wilson, CFO/Treasurer; Cristin Mondy, Secretary; Angelo Logan, Director; and Richard Havenick, Director

HCBF: Meghan Reese, Executive Director; Tamanna Rahman, Program Assistant

LEGAL COUNSEL: Michael Jenkins; Best Best & Krieger.

AGENDA

ITEM A. PUBLIC COMMENT ON NON-AGENDA ITEMS

ITEM B. STAFF REMARKS

ITEM C. BOARD MEMBER REMARKS

ITEM D: GUEST PRESENTATIONS

None

CONSENT ITEM(S)

ITEM 1. REVIEW AND APPROVAL OF HCBF BOARD MEETING MINUTES DATED NOVEMBER 30TH, 2018 (Attachment 1).

Recommendation to Board: Approval of the HCBF Board meeting minutes dated November 30, 2018.

REGULAR ITEM(S)

ITEM 2. COLLECTIVE IMPACT PROJECT DISCUSSION (Attachment 2)

SUMMARY: At the November 30th meeting, HCBF Board members briefly discussed the October planning session and decided to work with Zoot Velasco to establish HCBF's collective impact project strategy. Board shall discuss potential areas of focus for the collective impact project and develop an ad hoc committee for the development of this project. The following documents are included for Board review:

1. Staff Memo

Recommendation to Board: Discuss and decide on potential areas of focus for HCBF's collective impact project approach and develop an ad hoc committee.

ITEM 3. APPROVAL OF 2018 AQMF ALLOCATION OF EXPENSES

SUMMARY: Annual Air Quality Mitigation Fund (AQMF) expenses for the calendar year 2018 totaled \$63,025.79, comprised of direct paid consultant costs of \$32,942.00 plus \$30,083.79 for dedicated staff hours and administrative costs, as detailed in the annual December 31, 2018 HCBF and AQMF Financial Reports.

Recommendation to Board: Approve the internal transfer of funds in the amount of \$30,083.79 from the Bank of America AQMF Admin Account to the HCBF Operations account for 2018 allocated administrative costs.

ITEM 4. APPROVAL OF 2019 HCBF OPERATING BUDGET (Attachment 3)

SUMMARY: Staff presentation of the HCBF Operations Budget for the calendar year 2019 in the amount of \$298,240, including program delivery, occupancy, marketing and outreach, professional fees and other administrative costs, as detailed in the 2019 Draft Budget vs Actuals as of December 31, 2018. HCBF Administrative Funding Needs as of 12/31/2018 considers Available Cash (carry forward) in the amount of \$168,554.37 plus a pending transfer of \$30,083.79 for Allocated Expenses from AQMF, resulting in a funding need of \$99,601.84 to be submitted to the City of Los Angeles, Board of Harbor Commissioners. The following document is included for Board review:

1. 2019 Final HCBF Operating Budget
2. Staff Memo

Recommendation to Board: Review and Approve the Calendar Year 2019 HCBF Operating Budget in the amount of \$298,240. Direct staff to submit the detailed annual budget report to the Board of Harbor Commissioners, with a request to authorize the Port of LA to execute a joint letter with HCBF to approve the distribution of funds by JP Morgan Private Bank, in the amount of \$99,601.84, from the Port Community Mitigation Trust Fund to Harbor Community Benefit Foundation.

ITEM 5. APPROVAL OF 2019 AQMF BUDGET (Attachment 4)

SUMMARY: Staff presentation of the annual Air Quality Mitigation Fund (AQMF) Budget for the calendar year 2019 in the amount of \$98,094, including technical consultant costs, marketing and outreach, dedicated staff hours and administrative costs, as detailed in the Annual Review. Note: HCBF has sufficient funds in the Bank of America AQMF Administrative Account to fully fund the proposed 2019 AQMF Budget, thus will not be submitting a funding request to the City of Los Angeles. The following documents are included for Board review:

1. 2019 Final AQMF Budget
2. Staff Memo

Recommendation to Board: Approve the Annual AQMF Budget in the amount of \$98,094, authorizing submission of the detailed budget report to the Board of Harbor Commissioners, pursuant to Section 5.h of the Memorandum of Agreement.

ITEM 6. AIR QUALITY MITIGATION FUND RFP REVIEW PANEL DISCUSSION (Attachment 5)

SUMMARY: As part of the AQMF project evaluation process, HCBF will establish a special AQMF review panel consisting of an ad hoc committee, technical consultant, and selected stakeholders with demonstrated expertise in the evaluation of zero and near-zero air emissions technologies for freight-movement technologies. The panel will review the received applications and provide feedback to HCBF's ad hoc committee and staff. HCBF staff, with

guidance from its ad hoc committee and technical consultants, as well as the feedback from the review panel members, will make its funding recommendations to the HCBF Board of Directors. With recommendations from the ad hoc committee, technical consultant, and the HCBF Board, HCBF Staff have identified key experts to invite to be potential members of the AQMF RFP Review Panel. The following document is included for Board review:

1. Staff Memo

Recommendation to Board: Review and discuss the list of individuals interested in potentially participating in the AQMF RFP Review Panel.

ITEM 7. MEETING ADJOURNMENT

Next Meeting:

Friday, February 22, 2019
San Pedro Regional Library, Community Room
931 S. Gaffey Street
San Pedro, CA 90731

PUBLIC BOARD MEETINGS:

Public Input: An opportunity for the public to address the Board on Agenda items or other items germane to the business of the Board will be provided before or during consideration of the item. Members of the public who wish to speak on any item are requested to complete a speaker card for each item they wish to address and present the completed card(s) to the Staff. A speaker will be limited to (3) minutes to speak on public interest items.

Agendas: Agendas contain a brief description items to be considered. Where Staff recommendations are made, please note that the Board may exercise its discretion to take action on any action item, up to and including final approval.

Quorum: 4 members of the Board constitute a quorum for the transaction of business. Consent items may be approved without discussion.

Regular Meetings: The Board shall meet regularly, typically on a monthly basis (times and locations To Be Determined). Agenda is subject to revision in accordance with the Brown Act. Agendas will be available in hard copy at the meeting.

Harbor Community Benefit Foundation does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, and translation services may be provided. If you require special assistance to participate in this meeting, you must submit your request in writing to the above address at least one week prior to the meeting.

HCBF can be contacted at (310) 997-7116. www.hcbf.org